

W a s h i n g t o n S t a t e
Office of the Insurance Commissioner

Investigator 3
Legal Affairs Division

Location:	Tumwater, Washington
Recruitment Number:	06-OC-27-BB
Recruitment Type:	Open Competitive
Salary:	\$3,286 to \$4,207 per month (Range 51)
Posted:	August 22, 2006
Closes:	September 29, 2006, 5:00 p.m.

The Office of the Insurance Commissioner (OIC) is one of the smaller agencies in Washington State government. It operates under the direction of the State Insurance Commissioner, a state-wide elected official. The OIC has a workforce of approximately 200 employees who perform the agency's mission of consumer protection and regulation of the state's insurance industry.

The OIC values its employees and diversity in the workplace. We challenge our employees to continuously improve the way we do business and to meet and exceed the needs of our customers.

LOCATION

The Office of Insurance Commissioner is seeking qualified candidates for the position of Investigator 3 in our Legal Affairs Division. This position is located in Tumwater, Washington and reports to the Chief Investigator.

POSITION AND SCOPE

We are seeking an individual with the ability to investigate suspected fraud perpetrated on Washington consumers by illegal/fraudulent entities posing as insurers. A working knowledge of the provisions of RCW Title 48 and related laws, both criminal and civil, will be required during the performance of these duties. Insurance, as defined in RCW 48.01.040, is a complex field that will require the investigator to demonstrate great attention to detail in case preparation. Candidates should be familiar with advanced investigative and case preparation procedures, including preparation of investigative reports and presentation of facts to prosecutors or staff attorneys. A working knowledge of the rules of evidence and criminal and civil investigative procedures is required, as is a familiarity with constitutional rights and safeguards.

The Investigator will be expected to exercise good judgment and operate somewhat independently, often in remote areas and during periods of inclement weather while conducting field investigations through-out the state. The investigator will frequently deal with victims, witnesses and suspects who are of diverse backgrounds and environments and may have reason to be uncooperative or otherwise resistant to the purposes of the investigation.

Frequent travel, including some overnight travel and public contact is required. The Investigator will often be required to use his/her own vehicle when a state-owned vehicle is not available and will be -reimbursed for travel on official business.

The person selected for this position will be expected to conduct training classes and make brief presentations to groups such as other OIC staff; persons in the insurance industry; civic groups and law-enforcement agencies.

DESIRABLE QUALIFICATIONS

Five years of experience as an Investigator 2 or equivalent with a criminal justice agency or governmental criminal/civil investigative agency, or other directly related public investigative experience.

College-level course work with major emphasis in one of the administration of justice disciplines may be substituted for the required experience on the basis of two years of college work for one year of experience, up to four years of education.

Knowledge of standards and techniques of criminal and civil investigations; interviewing techniques; rules of evidence; chain of custody of evidence; laws of arrest, search and seizure; constitutional rights; investigative report writing; applicable Washington State statutes and Federal and State regulations pertaining to investigation of insurance fraud against consumers; precedent setting landmark decisions, internet research techniques and basic computer familiarity. Awareness of your surroundings and personal safety knowledge is a must due to the frequency of the investigator working alone in the field.

Ability to train other Investigators; gather, preserve and present relevant and pertinent evidence; interpret and apply Washington State statutes and Federal and State regulations; write and speak clearly, concisely, accurately and informatively; and exercise objective and mature judgment in a wide variety of public contacts.

NOTE: This is a non-sworn position, although the incumbent may exercise limited peace officer authority.

COMPENSATION

The salary is \$39,432 to \$50,484 annually, depending on qualifications. Benefits include vacation and sick leave, 11 paid holidays, medical, dental, life insurance, retirement, and an optional deferred compensation plan.

APPLICATION PROCEDURE

The examination is an evaluation of your experience and training (E&T). The examination questions are printed directly on this supplement to the application form. Read the instructions carefully and provide your answers in the required format. . We may verify your answers. We will mail your score to you, but we cannot disclose your ranking on the list of job applicants. A very important part of this position is report writing ability, therefore an initial assessment of your ability to convey facts will be weighed according to your application and E & T responses.

INSTRUCTIONS:

YOU MUST RESPOND TO THIS EXAMINATION IF YOU WISH TO BE CONSIDERED FOR THIS POSITION. *Submit your responses to this examination on additional sheets of paper. Your score will be derived from your responses on the application and to the examination questions below. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed State Application Form.* FAILURE TO PROVIDE SUFFICIENT INFORMATION IN THIS FORMAT WILL RESULT IN A BELOW-PASSING SCORE. NO ADDITIONAL INFORMATION WILL BE ACCEPTED AFTER RECEIPT OF YOUR APPLICATION AT THE OFFICE OF THE INSURANCE COMMISSIONER.

EXPERIENCE: For each activity below, list any positions you have held in which you performed the work as part of your assigned duties. Briefly describe your duties and include any other information requested.

For each position, specify:

- Title
- Employer
- Dates assigned such duties

1. **Investigating, gathering evidence and reporting facts.** Describe any experience in which you gathered evidence to determine if a violation had occurred and how you developed and prepared that evidence to substantiate or disprove allegations regarding those violations. Be specific.
2. **Describe your experience in developing a complete case from the original claim or allegation through preparation for presentation in court or administrative hearing.**
3. **Describe your experience in which you had to coordinate your efforts with a prosecutor's office or similar agency which referred cases to judicial authorities for trial or hearing.**

4. **Describe your experience in a regulatory or enforcement agency interpreting, reviewing, and applying local, state, or federal statutes and regulations.** Please include any relevant fraud experience and related responsibilities.
5. **Describe your experience with preparing and serving subpoenas, conducting field surveillance, and obtaining/serving search warrants.**
6. **Describe your experience in speaking to groups or conducting teaching/training sessions in an information/education context.** Choose one example that best demonstrates your skills, and specify:
 - The topic, reasons for the presentation, and approximate dates
 - Audience and audience size
 - Your role in developing the presentation.

EDUCATION/TRAINING:

7. **List any college degrees (Associate or higher) that you have earned.** Specify the school (including location), type of degree, major subjects, and date for each degree.
8. **List college or other applicable professional training completed.** For each course, specify title or topic, the name of the organization presenting the training, and the approximate date you completed the training. If a professional seminar or workshop, also indicate the number of classroom hours completed. Emphasize any training in the fields of:
 - General Investigations
 - Criminal Investigations
 - Insurance or Financial Fraud Investigation.

Keep a copy of your application and these exam responses. You may be asked about them at the time of an interview.

E-mail is the preferred method of application process and will be used as the primary method of communication throughout this process.

E-mail application materials to recruitment@oic.wa.gov with a subject line of **06-OC-27-BB**. Candidates must submit all requested materials.

- The above listed examination of your experience and training.
- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Desirable Qualifications outlined in this announcement;
- A [Washington State Employment Application](#) and the [Applicant Profile](#) form
- A list of three references, including one supervisor, with current telephone numbers and addresses.

If e-mail is not possible, please mail requested materials to the following address:

Human Resources
Attn: 06-OC-27-BB
Office of Insurance Commissioner
P. O. Box 40255
Olympia, WA 98504-025

Or Fax: (360) 586-2023

Please contact Ted L. Bader, Chief Investigator, Legal Affairs Division, (360) 725-7049, or tedb@oic.wa.gov if you have any questions regarding this recruitment.

This announcement is published by the Washington State Office of Insurance Commissioner. The state of Washington is an equal opportunity employer with a commitment to supporting diversity in the workplace. Women, racial and ethnic minorities, persons over 40 years of age, and disabled and Vietnam era veterans are strongly encouraged to apply.

Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 725-7004. Applicants who are deaf or hard of hearing may call through the Washington Relay Service at 7-1-1.

*We ask you to voluntarily answer the **Applicant Profile** questions and return it with your completed application. We will treat this information as confidential. This page will be separated from your application and used by authorized personnel only.*